

PARKER POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

5.2	EFFECTIVE: August 3, 2012	James Tsurapas, Chief of Police
	REVISED: September 25, 2020	
SUBJECT: IDENTIFICATION AND INTERVENTION PROGRAM		
CALEA: 35.1.9		PAGE: 1 of 4

5.2.1 PURPOSE

The purpose of this policy is intended to aid supervisors in identifying Department members whose performance warrants review and/or circumstances that may have negative consequences for the member, fellow members, this Department and/or the general public, and, where appropriate, intervention to address performance issues or other circumstances. <35.1.9 a>

5.2.2 POLICY

It is the policy of the Department to establish a system for tracking and reviewing incidents of risk to this Department and involved Department members. To this end, the Identification and Intervention Program shall be used as a means to identify and assess Department member performance involved in potential-risk incidents and intervene where appropriate. <35.1.9 a>

5.2.3 PROCEDURE

A. General <35.1.9 f.>

1. The Identification and Intervention Program is a tool to aid supervisors in monitoring Department member performance.
2. It is the duty of the Department member's supervisor(s) to directly monitor continuous performance and behavior of members under their supervision.
3. Both immediate and next-chain supervisors shall be familiar with alternatives and authorized actions they may take in response to Department members exhibiting behavioral problems whether the information was provided through the Identification and Intervention Program or otherwise. <35.1.9 f.>

B. Reporting Procedures <35.1.9 a,d.>

The Administration Division shall be responsible for establishing and administering the Identification and Intervention Program and generating reports specified in this policy or as otherwise directed by the Chief of Police, Deputy Chief or authorized designee. The Administration Division will receive copies of the following:

1. Complaints lodged against Department members to include the following: <35.1.9 a.>
 - a. complaints lodged by one Department member against another;

- b. summary disciplinary actions taken against a Department member by a supervisor with or without a complaint;
- c. complaints lodged by citizens against Department members; and
- d. incidents of spousal abuse.

2. Use of Force Reports <35.1.9 a.>

All use of force reports shall provide the following information:

- a. name, rank, badge number and assignment of the commissioned officer;
- b. case number, date of the incident and the report;
- c. name of subject(s);
- d. location of the incident;
- e. nature of force and weapon used by the commissioned officer;
- f. injuries sustained by the commissioned officer and subject, if any;
- g. narrative report of the incident; and
- h. race of the person.

3. Performance-based and related information shall also be included in the Identification and Intervention Program, to include the following: <35.1.9 a.>

- a. traffic accidents;
- b. pursuits;
- c. lawsuits and claims; and
- d. commissioned officer reports of resisting arrest and obstruction.

C. Reports <35.1.9 b.,d.>

- 1. The Administration Division shall initiate a report when a Department member has three (3) entries related to complaints, use of force incidents or performance-based indicators within one year from the date of the first entry. Reports on Department members will be distributed to appropriate or organizational supervisors. Performance-based indicators are outlined in Appendix A, "Disciplinary Matrix" contained in this PD Manual. Reports shall provide a brief summary of complaints, use of force incidents and/or performance indicators and their respective dispositions where available. Reports are intended to assist supervisors in evaluating and guiding their subordinates. Reports alone shall not form the basis for disciplinary action.

2. Reports on Department members will be distributed to respective Department supervisors through the chain of command.
3. Supervisors shall review reports with the subject Department member and encourage him/her to provide insight to the itemized incident and problems identified in the report. <35.1.9 f.>
4. The Department member's supervisor shall meet with the member to discuss the report and any relevant information after determining whether corrective actions are warranted. Corrective actions will be recommended by the member's supervisor and forwarded through the chain of command for approval. These actions may include but are not limited to the following: <35.1.9 f.,g.>
 - a. refer the Department member to the Town's Employee Assistance Program (EAP) peer counselor; <35.1.9 h.>
 - b. refer the Department member to a Department-authorized mental health professional or other mental health care provider; <35.1.9 h.>
 - c. require that the Department member participate in Department-authorized training targeting personal or professional problems that the member may be facing *e.g.*, communications, cultural awareness, coping with stress, anger management; <35.1.9 h.>
 - d. initiate reassignment or transfer;
 - e. conclude that the Department member's actions do not warrant immediate need for corrective action; or
 - f. refer the Department member for a medical examination pursuant to the section on Medical Examination in the Personnel Manual. A medical provider may refer a member for a psychological examination.
5. Pursuant to the section on Temporary Assignments for Non-Job-Related Medical Condition in the Operations Manual, a medical examination and clearance by the Department member's treating medical provider is required before a Department member can return to his or her original position. The Town reserves the right to send the Department member to one of the Town's designated medical providers for a fitness-for-duty medical examination.
6. A report of action, recommendations, and justification based on current patterns of comprehensive behavior/actions and/or collected material, shall be forwarded through the Administration Division to the Chief of Police, Deputy Chief or authorized designee for approval, if a problem has been identified. <35.1.9 c.>
7. The approved recommendations will be presented to the Department member as a plan of action ("Plan") with which the Department member must comply. The Department member shall follow the recommendations and any other provisions set out in the Plan to completion. The Department member's progress shall be monitored by the member's supervisor and formally reported to the Chief of Police through the chain of command at intervals prescribed in his or her Plan. Indications of member compliance or noncompliance, to include evidence

on completion of the agreed-upon Plan, is included in the Department member's Identification and Intervention Program electronic folder in the Internal Affairs's software program for future reference.

D. Identification and Intervention Report

1. The Administration Division will submit to the Chief of Police, Deputy Chief or authorized designee a documented annual review and evaluation of the Identification and Intervention Program.
2. The review should detail the number of instances where Department intervention was needed in regard to problems identified with respect to specific Department members, and an evaluation of the effectiveness of the Identification and Intervention Program.
3. This annual review should be completed within the first quarter of the year. <35.1.9 e.>